

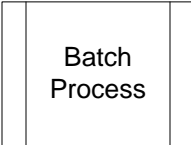

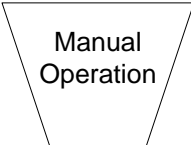

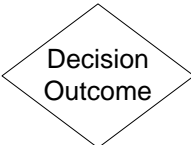
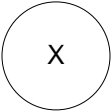


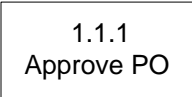


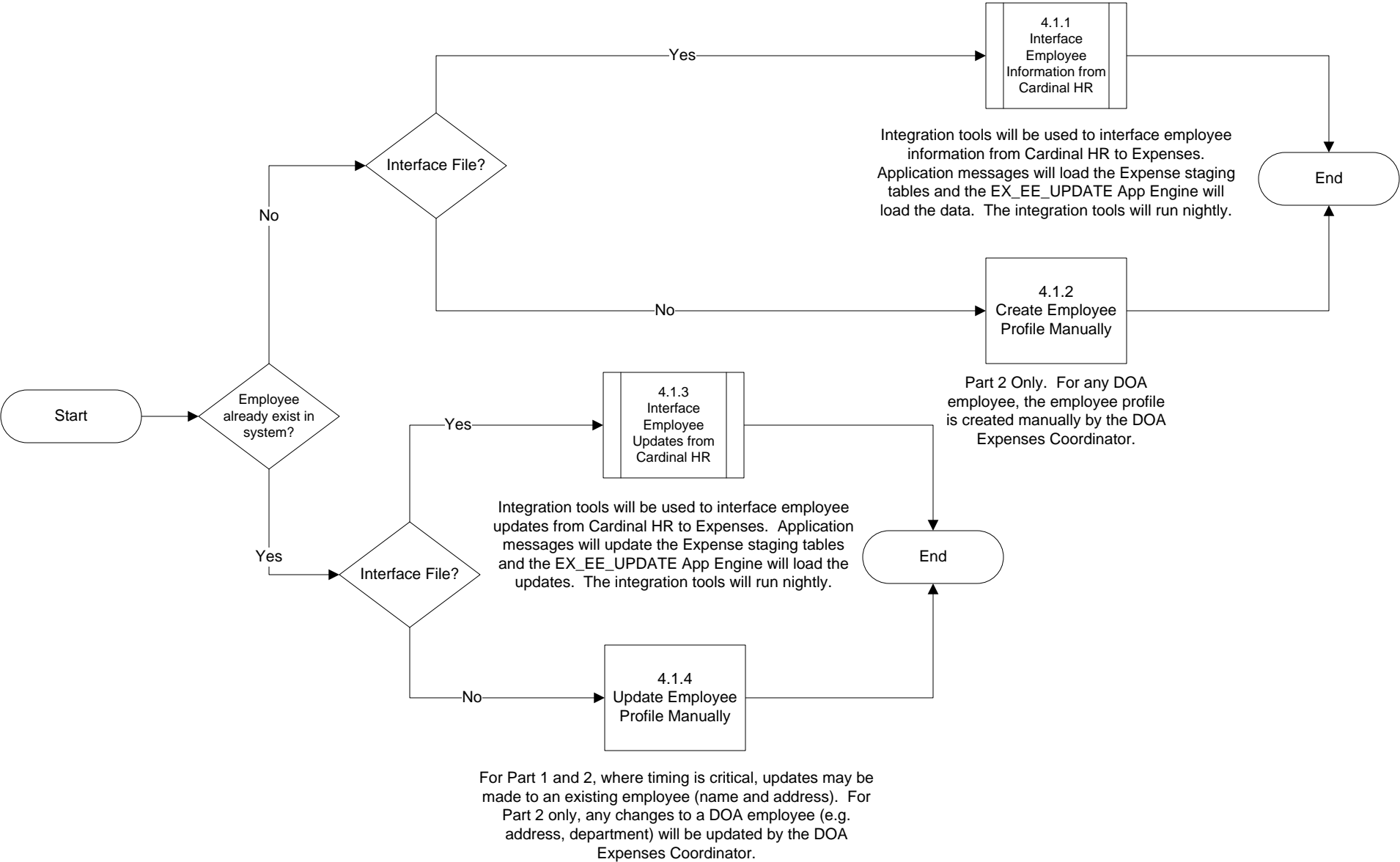
# Cardinal

## Cardinal Flowcharting Standards

Template Key		Represents an interface or a process step that is performed within the PeopleSoft system. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.		Indicates point at which the process begins. Does not represent any activity.
		Represents a batch process within the PeopleSoft system. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.		Indicates point at which the process ends. Does not represent any activity.
		Represents a process or step that is performed manually. Use a verb phrase (Process Invoice) NOT a noun phrase (Invoice Processing) to describe the step.		Represents a document of any kind, either electronic or hard copy
		Represents the possible outcomes of a decision or analysis that took place in a step immediately preceding. NOTE: this symbol itself does NOT represent any activity, and should not be given an identifier.		On-Page or Intra Process Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Also used to reference a sub process within the same main process. Connectors are labeled with UPPER CASE letters.
		Represents an entity (person, organization, etc.). Used only when necessary to show the source of important information		Inter Process Connector. Used to connect steps between business processes. Description can include Process step name. (e.g. General Ledger Sub Process 5.3 would be Budget YE Close GL 5.3 ).
	Step Number	The step number should be placed at the top of each step or process  		

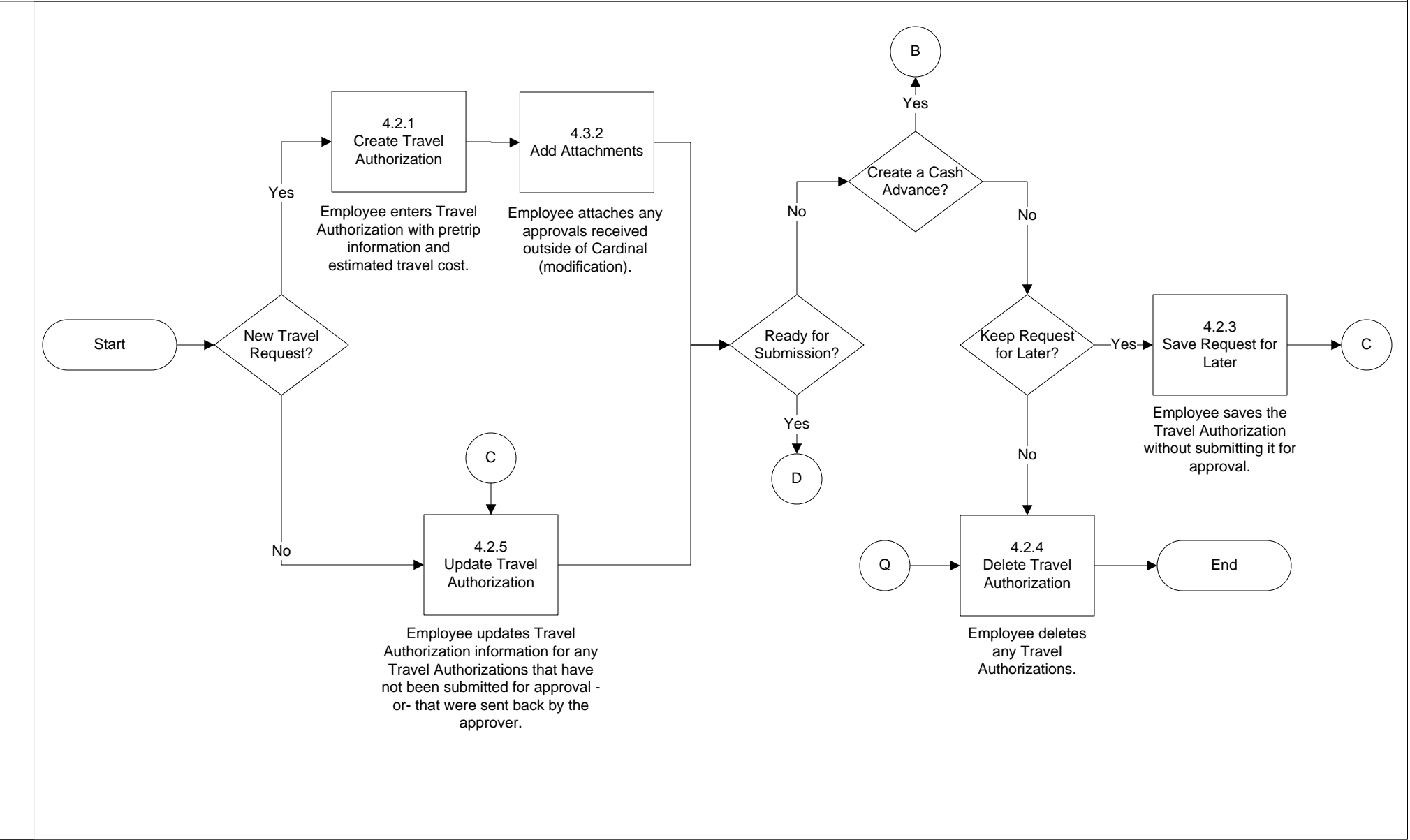
# Cardinal

## AP 4 Expense Processing – 4.1 Load/Maintain Employee Profile



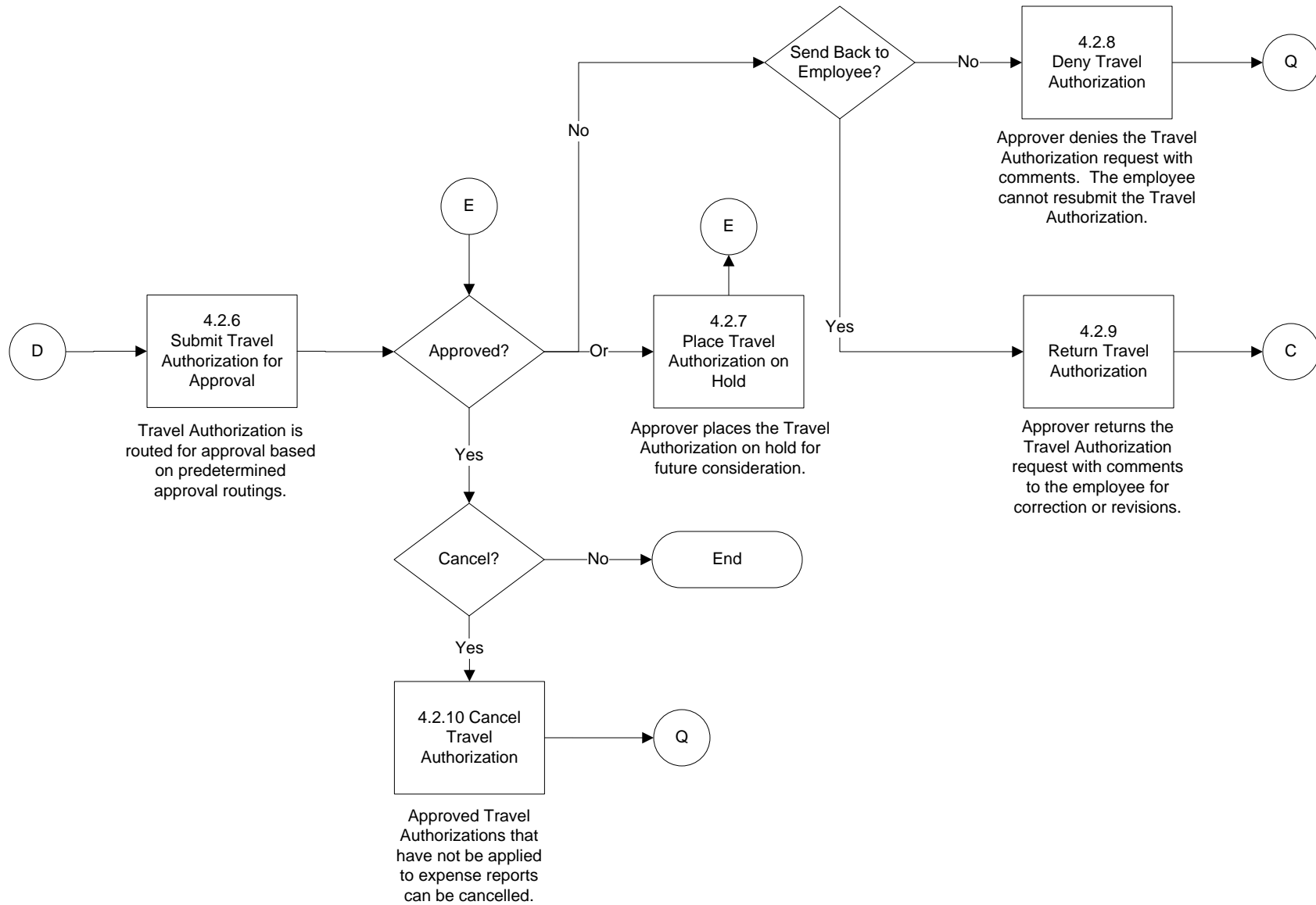
# Cardinal

## AP 4 Expense Processing – 4.2 Travel Authorization



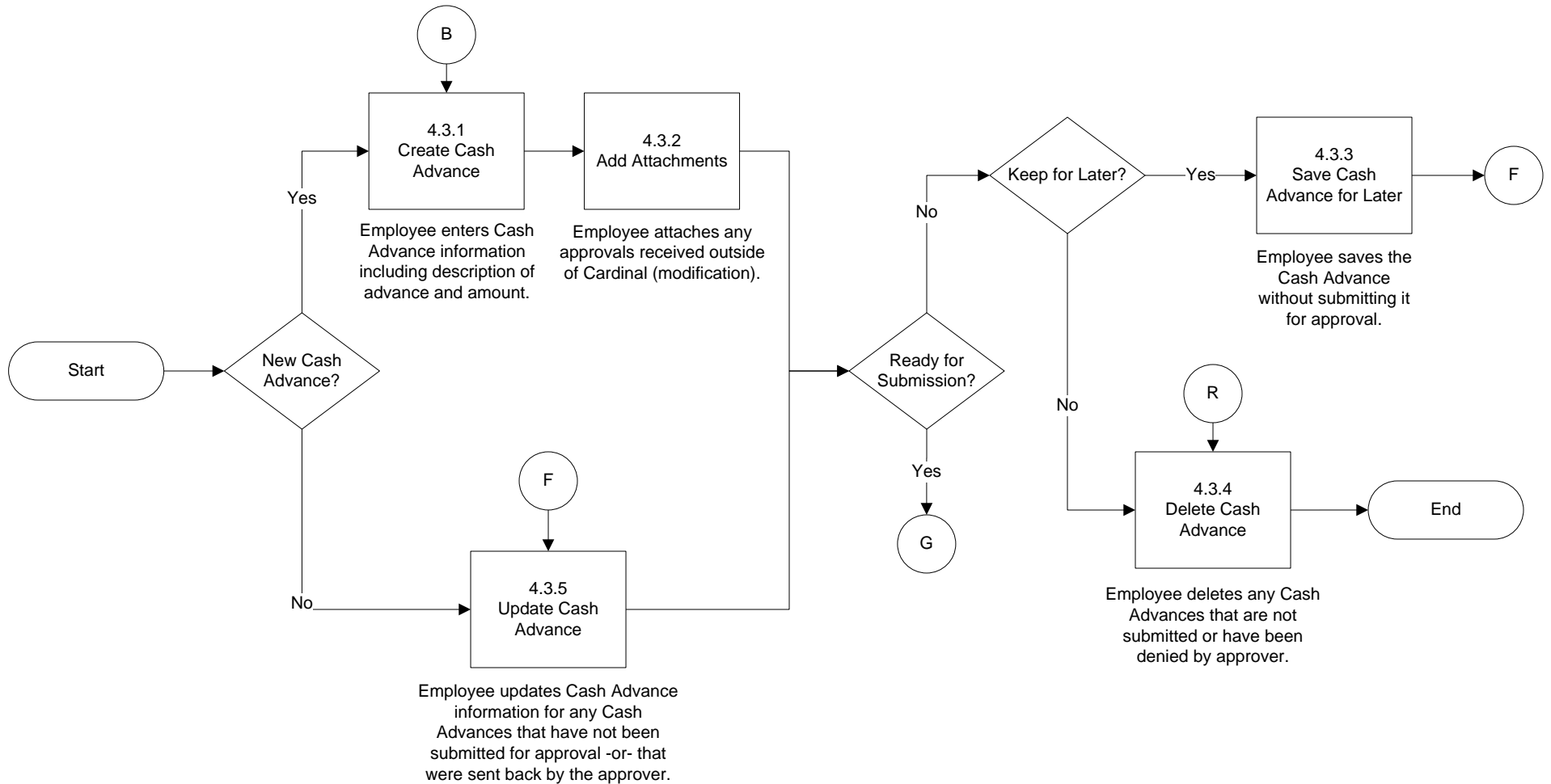
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## AP – 4 Expense Processing – 4.2 Travel Authorization Continued



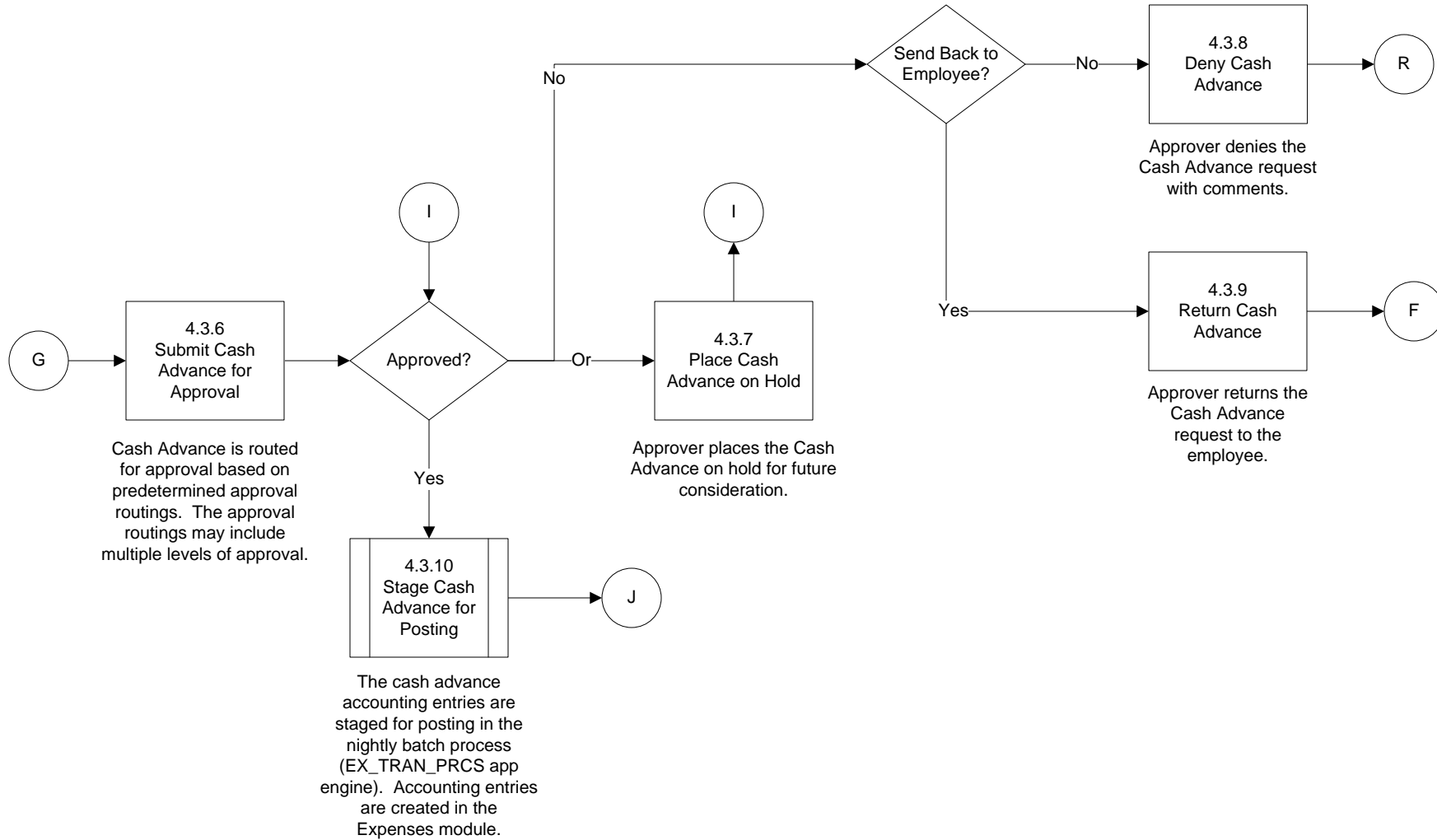
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## AP 4 Expense Processing – 4.3 Request/Approve Cash Advance



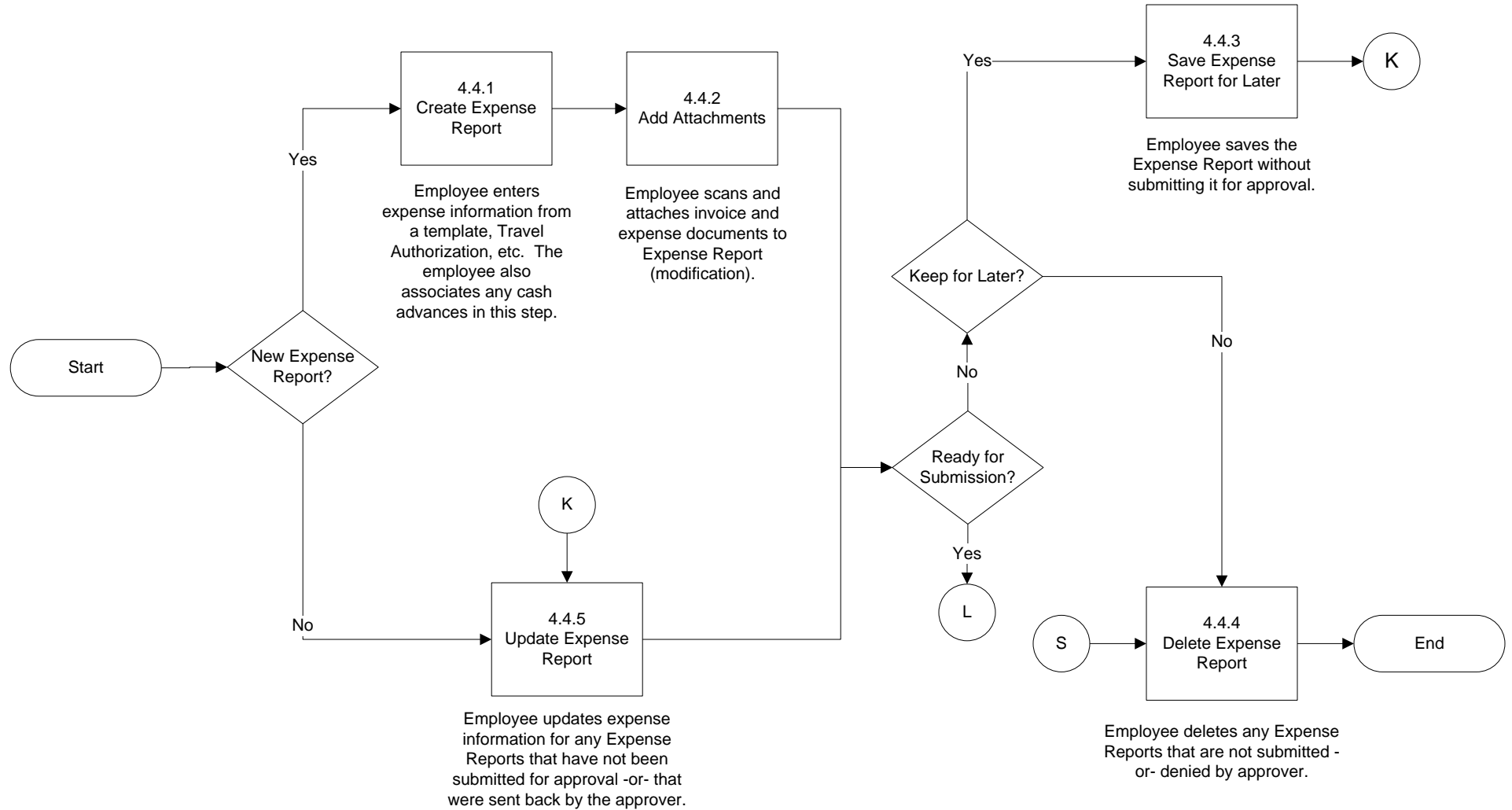
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## AP – 4 Expense Processing – 4.3 Request/Approve Cash Advance Continued



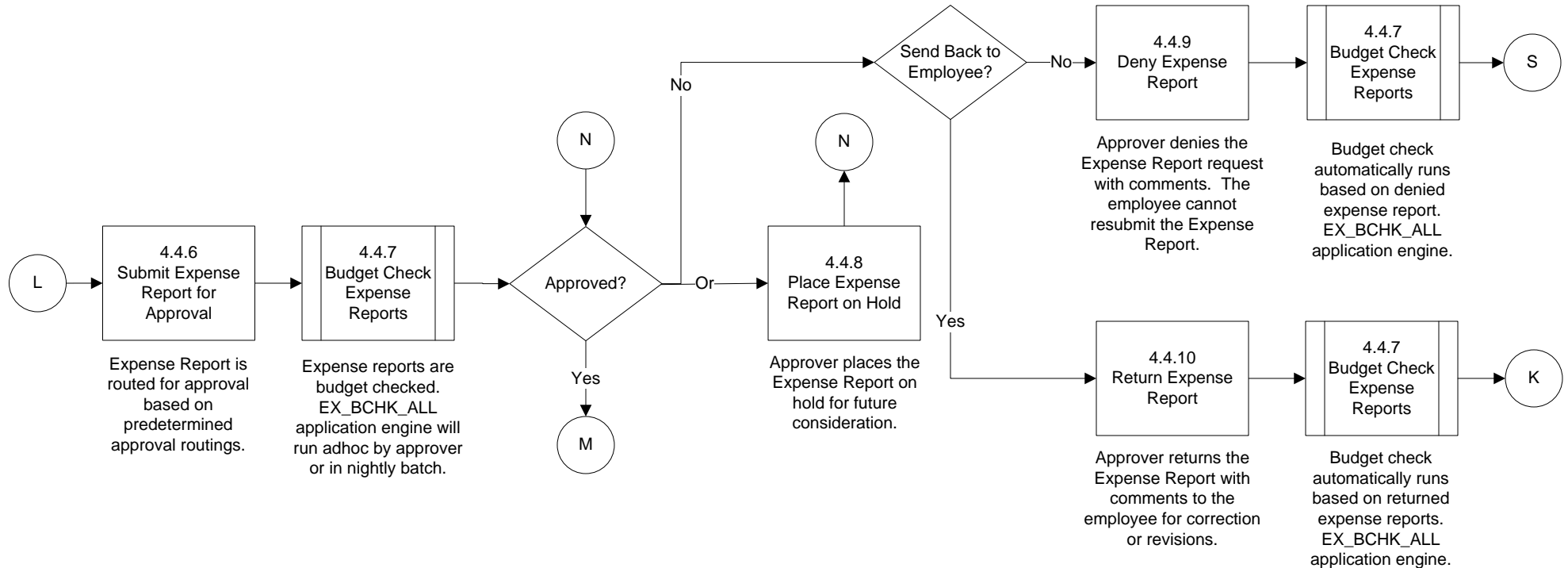
# Cardinal

## AP 4 Expense Processing – 4.4 Create Expense Reports/Imaging



# Cardinal

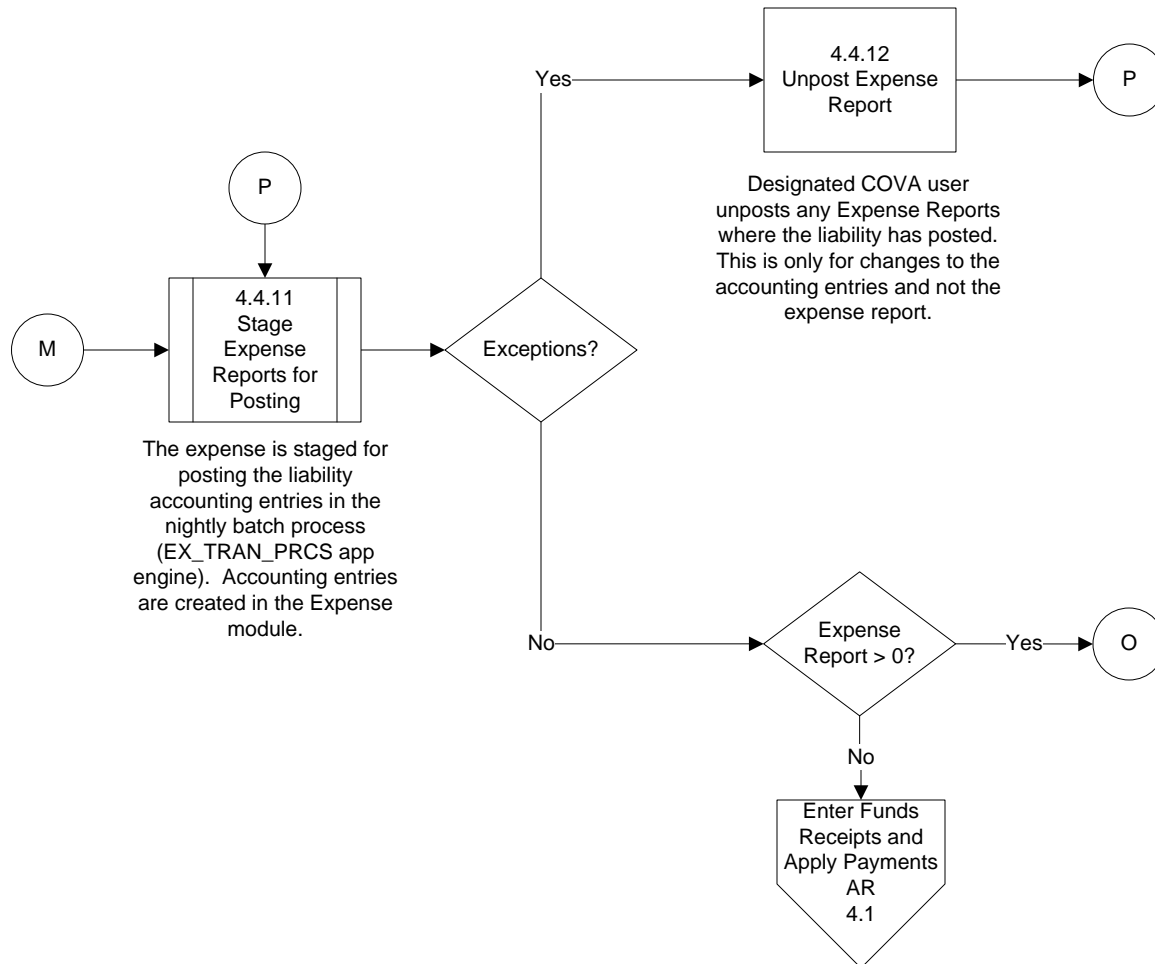
## AP 4 Expense Processing – 4.4 Create Expense Reports/Imaging Continued 1





# Cardinal

## AP 4 Expense Processing – 4.4 Create Expense Reports/Imaging Continued 2



# Cardinal

## AP 4 Expense Processing – 4.5 Pay Employee

